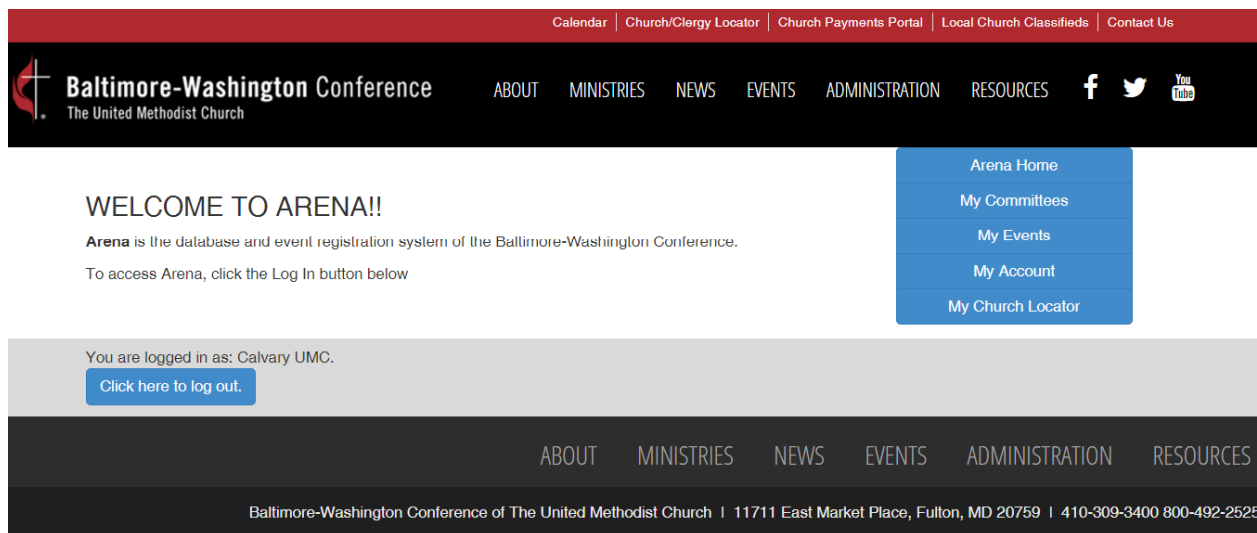
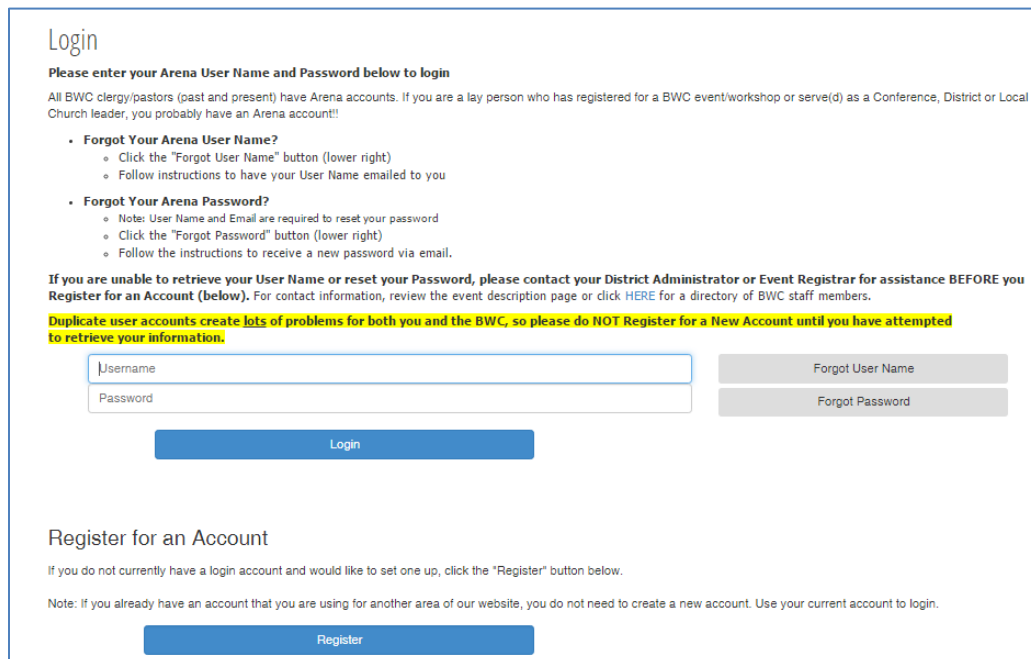


To Login:

1. Visit <https://arenaweb.bwcumc.org/>



2. Click on the "You are not logged in. Click here to login." button
3. Enter the User Name and Password for your **church's Arena account**, then click "Login"
 - a. If you have forgotten your church's Arena User Name or Password, use the buttons to the right of the login area to retrieve / reset either one



4. If you need help, contact your District Administrator.

- Once you have logged into Arena, you will see the landing page shown below. Using the Navigation menus on the right, click on “**My Committees**”. You will see your church's name at the bottom of the page.

WELCOME TO ARENA!!

Arena is the database and event registration system of the Baltimore-Washington Conference.
To access Arena, click the Log In button below

Arena Home

My Committees

My Events

My Account

You are logged in as: Calvary UMC.

Click here to log out.

- There are 32 groups/committees in the church’s Committee Leader Toolbox.

Church Groups

1 Adult Ministries (Calvary, Annapolis)	2 Lay Staff (Calvary, Annapolis)
1 Campus Ministry (Calvary, Annapolis)	1 Membership Ministry (Calvary, Annapolis)
1 Children's Ministries (Calvary, Annapolis)	1 Memorials Ministry (Calvary, Annapolis)
3 Church Council (Calvary, Annapolis)	1 Missions Ministry (Calvary, Annapolis)
1 Church School / Small Group (Calvary, Annapolis)	1 Music Ministry (Calvary, Annapolis)
2 Clergy / Pastors (Calvary, Annapolis)	1 Native American (Calvary, Annapolis)
1 Communications Ministry (Calvary, Annapolis)	1 Scouting (Calvary, Annapolis)
1 Congregant / Member (Calvary, Annapolis)	2 SPRC / PPRC (Calvary, Annapolis)
1 Council on Ministries (Calvary, Annapolis)	1 Stewardship Ministry (Calvary, Annapolis)
1 Education (Calvary, Annapolis)	2 Trustees (Calvary, Annapolis)
2 Endowment Ministry (Calvary, Annapolis)	2 United Methodist Men (Calvary, Annapolis)
1 Evangelism Ministry (Calvary, Annapolis)	2 United Methodist Women (Calvary, Annapolis)
1 Family Ministries (Calvary, Annapolis)	1 Worship Ministry (Calvary, Annapolis)
4 Finance Ministry (Calvary, Annapolis)	2 Youth Ministries (Calvary, Annapolis)
3 Lay Leaders (Calvary, Annapolis)	
1 Lay Leadership Dvlpmt (Calvary, Annapolis)	
6 Lay Members to AC (Calvary, Annapolis)	
2 Lay Servant Ministries (Calvary, Annapolis)	

Using the Committee Leader Toolbox:

1. Click on the church group/committee to view the membership for that committee
2. Click on the Committee Member to view/edit their record.
3. **IMPORTANT: At the top, right side of the member list for each committee, there is a checkbox next to the words "Active Only". This filters the members displayed.**
 - a. If you need to view past or future committee membership, UNcheck the box.
 - b. To view only CURRENT membership, CHECK the box.

Committee Toolbox

Scouting

[Back to Committee Leader Toolbox](#)

Member List | [Toolbox Communication](#) | [Take Attendance](#) | [Attendance Summary](#) | [Document List](#)

Active Only

	Calvary UMC	LEADER
	Jake Doe	Cmte Chair/Pres
	John Wesley	Cmte Member

[New Member](#)

Jake Doe Cmte Chair/Pres

Email: johndoe@example.com

Home: (410) 555-1212

Cell: (410) 555-9999

Address:
123 Any Street
Annapolis, DD 21401

Joined Group: 1/1/2016

Group Role: Cmte Chair/Pres

Group Status: Active

[Edit](#)

Adding Members to a Committee

1. Click the "Member List" button
2. Click the "New Member" button
 - a. A window will open where you will enter in all the individual's information (see picture).
3. **You are required to enter the individual's First and Last name and their email address. Do not use prefixes (Rev./Pastor/Mr./Mrs., etc.) in name fields.**
 - a. If possible, enter the home address for any committee leaders as some church committee leaders receive complementary copies of the UMConnection, the newspaper of the Baltimore-Washington Conference.
4. **Dates Joined (Term Start Date)**
 - a. Make sure you enter the start date.
 - b. The start date can be in the future, just keep in mind the committee member will be flagged as "Inactive" until that date arrives.
 - c. **If you forget to enter a start date, today's date will be automatically entered.**
 - d. **Enter Date Inactive (end date) ONLY for those persons who are coming OFF the committee. Do not enter end dates for active members.**
5. Click the "Add member" button (at the bottom) to save the information.
 - a. Arena will automatically search the existing users in our database and try to find a match. If a match is found, the committee member's phone number(s) and address will be visible when you click on the member's name IF that information is already in our system.
6. **IMPORTANT: Select the member's committee role.**
7. After the member's information has been saved/matched, click on the member's listing to select their role in the committee.
 - a. If no role is chosen, Arena will enter "Committee Member" by default.
 - i. There are many roles available, but 90% of the time you will be using one of the following:
 1. Cmte Chair/Pres
 2. Pastor
 3. Cmte Vice Chair/VP
 4. Cmte Secretary
 5. Cmte Member
8. **Click "Save" button to save changes**
9. **IMPORTANT: All committee members and chairs need to be listed in the "Committee Leader Toolbox".**

Note: This is "Jake Doe's" record. Be very careful to never overwrite an individuals record (or the church's record) with some else's information!

Editing/Discontinuing Committee Members

1. Click the "Member List" button
2. Click on the committee member that you need to edit/discontinue
3. Click the "Edit" button
4. Edit or enter new information for the individual OR you can end their term on the committee by entering a date in the "Date Inactive" section. Please leave the "Date Inactive" field blank for all active members.

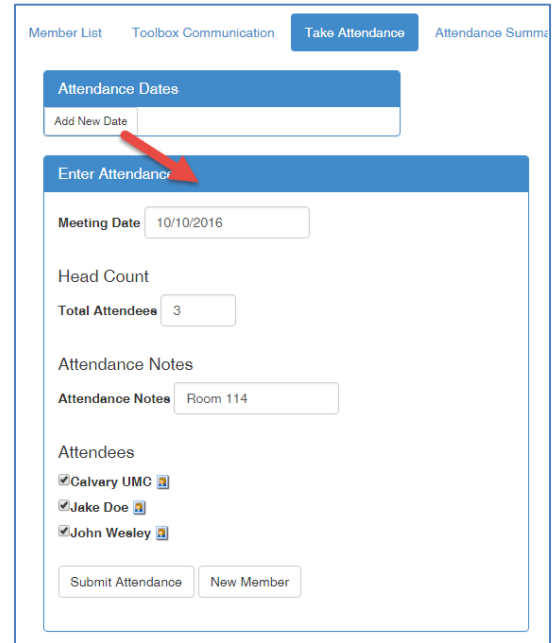
IMPORTANT: Always be sure you are working in the correct member's record. For example, this is "Jake Doe's" record. Be very careful to never overwrite an individual's record (or the church's record) with some else's information!

Emailing the Committee

1. Click the "Toolbox Communication" button
2. The members of the committee will automatically be added as recipients. Use the Show List / Hide List if desired.
3. You can also filter the list by member role.
4. Recipients can be manually removed by clicking the "X" next to their name
5. The From name and Reply to fields will be automatically populated using data from the person currently logged in system.
 - a. You can edit the "From", "Reply To Email" and "Subject" fields
 - b. The "From Email" will be the email associated with the church account.
 - c. The "From Email" will always be noreply@bwcumc.org, but the receiptient will see the "From" (ie "Acme UMC") when the message is received and any replies will be sent to the address shown in the "Reply to Email" field.
6. Type the body of the email into the large text box.
 - a. You can format your message and add attachments if you wish.
7. Select "Send Now" or "Send Later"
 - a. If you choose to send later, a new window will open and you will need to select the date and time you would like the email sent
8. Click the "Send email" button to complete

Attendance Tracking

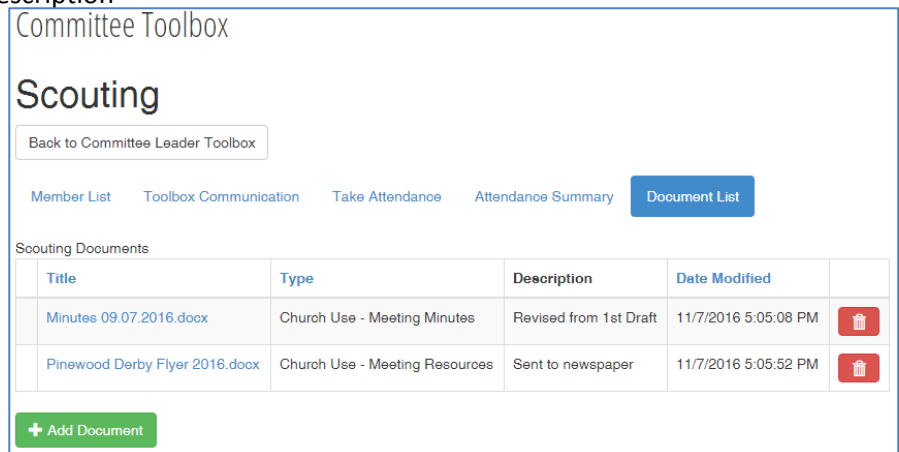
1. To take attendance, click the “Take Attendance” button
2. Click the “Add New Date” button
3. Enter the meeting date
4. You can enter the total headcount, specific member attendance and notes regarding the attendance. Click on “Submit Attendance”.
5. Click on the “Attendance Summary” button across the top to view a summary of who attended the meetings you have entered



Sharing Documents within the Committee

Note: Active Church Administrators and Committee leaders may add, edit and delete documents. Active Committee members can only view the documents.

1. Click the “Document List” button
2. Click the “Add Document” button to upload a new document to the group
3. Enter in the type of the document and a description
4. Click “Upload” and select which document you want to upload
5. Click “Save”
6. To delete a document, click the red trash can icon



To log out, simply go to the Arena Home screen and click the button “Click here to log out” at the bottom of the screen. For security reasons, you will be automatically logged out after 20 minutes of inactivity.

Need more help? Contact your District Administrator and/or watch these video guides:

- Getting Started (Add/Edit Members) --- <http://www.screencast.com/t/MBUaFumH>
- Feature Guide --- <http://www.screencast.com/t/7pRxDlsh3>